



CHRA Korea Region HRDD

FY 2007 REGIONAL COURSE SCHEDULE



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REGIONAL COURSE SCHEDULE

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CHRA Korea Region HRDD COURSE DESCRIPTIONS



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| <ul style="list-style-type: none"><input type="checkbox"/> <u>Basic Communication Skills</u><input type="checkbox"/> <u>Basic Communication Skills (Korean Version)</u><input type="checkbox"/> <u>Basic Contract Administration</u><input type="checkbox"/> <u>Basic Writing, Grammar & Usage</u><input type="checkbox"/> <u>Budget Analysis Workshop</u><input type="checkbox"/> <u>Coaching Skills for Managers</u><input type="checkbox"/> <u>Communication Skills for Leaders</u><input type="checkbox"/> <u>Customer Service Excellence</u><input type="checkbox"/> <u>Decision Making & Problem Solving (Korean Version)</u><input type="checkbox"/> <u>Effective Army Writing</u><input type="checkbox"/> <u>Effective Briefing Techniques & Presentation Skills</u> | <ul style="list-style-type: none"><input type="checkbox"/> <u>Introduction to Financial Management</u><input type="checkbox"/> <u>Leadership Skills for Non-Supervisors</u><input type="checkbox"/> <u>Leadership Skills for Non Supervisors (Korean Version)</u><input type="checkbox"/> <u>Managing Change Effectively</u><input type="checkbox"/> <u>MS Access, Advanced Applications</u><input type="checkbox"/> <u>MS Excel, Advanced Applications</u><input type="checkbox"/> <u>MS PowerPoint, Advanced Applications</u><input type="checkbox"/> <u>MS Word, Advanced Applications</u><input type="checkbox"/> <u>Performance Management Skills for Supervisors & Managers</u><input type="checkbox"/> <u>Project Management</u><input type="checkbox"/> <u>Team Building Workshop (Korean Version)</u> |
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CHRA Korea Region HRDD
FY 2007 REGIONAL COURSE SCHEDULE



COURSE TITLE	DATES	COST	LOCATION	APPLICATION DEADLINE
FEBRUARY 2007				
<u>Leadership Skills for Non-Supervisors (Korean Version)</u>	1-2 Feb	\$300	Education Center, Uijongbu	1 Dec 06
<u>Basic Communication Skills</u>	21-23 Feb	\$380	Seoul CPAC	22 Dec 06
<u>Customer Service Excellence</u>	27-28 Feb	\$330	Daegu RTC	27 Dec 06
MARCH 2007				
<u>Team Building Workshop (Korean Version)</u>	6-9 Mar	\$407	Daegu RTC	5 Jan 07
<u>Customer Service Excellence</u>	8-9 Mar	\$341	Education Center, Uijongbu	5 Jan 07
<u>Effective Army Writing</u>	14-16 Mar	\$615	Seoul CPAC	12 Jan 07
<u>Effective Army Writing</u>	19-21 Mar	\$615	Daegu RTC	19 Jan 07
<u>MS Excel, Advanced Applications</u>	20-23 Mar	\$374	Seoul CPAC	2 Feb 07
<u>Project Management</u>	27-30 Mar	\$770	DHRM, Seoul	26 Jan 07
APRIL 2007				
<u>Coaching Skills for Managers*</u>	2-3 Apr	\$453	Seoul CPAC	2 Feb 07
<u>Customer Service Excellence</u>	5-6 Apr	\$300	Seoul CPAC	5 Feb 07
<u>Managing Change Effectively*</u>	12-13 Apr	\$330	Seoul CPAC	9 Feb 07
<u>MS Access, Advanced Applications</u>	17-20 Apr	\$657	Seoul CPAC	16 Feb 07
<u>Leadership Skills for Non-Supervisors</u>	19-20 Apr	\$453	Daegu RTC	16 Feb 07
<u>MS Access, Advanced Applications</u>	23-26 Apr	\$657	Daegu RTC	23 Feb 07
<u>Team Building Workshop (Korean Version)</u>	24-27 Apr	\$657	Seoul CPAC	23 Feb 07
MAY 2007				
<u>MS Word, Advanced Applications</u>	8-11 May	\$374	Seoul CPAC	9 Mar 07
<u>Effective Briefing Techniques & Presentation Skills</u>	9-11 May	\$600	DHRM, Seoul	9 Mar 07
<u>Performance Management Skills for Supervisors & Managers*</u>	15-16 May	\$533	Seoul CPAC	16 Mar 07

*This course is designed to provide "soft skill" training recommended for supervisors under the new National Security Personnel System (NSPS).

COURSE TITLE	DATES	COST	LOCATION	APPLICATION DEADLINE
MAY 2007				
<u>Performance Management Skills for Supervisors & Managers*</u>	17-18 May	\$427	Daegu RTC	16 Mar 07
<u>Basic Writing, Grammar & Usage</u>	30 May - 1 Jun	\$398	Seoul CPAC	30 Mar 07
JUNE 2007				
<u>Leadership Skills for Non-Supervisors (Korean Version)</u>	4-5 June	\$300	Daegu RTC	6 Apr 07
<u>Communications Skills for Leaders*</u>	14-15 June	\$387	Seoul CPAC	13 Apr 07
<u>MS Excel, Advanced Applications</u>	19-22 June	\$374	Daegu RTC	4 May 07
<u>Leadership Skills for Non-Supervisors (Korean Version)</u>	21-22 June	\$300	Seoul CPAC	20 Apr 07
<u>Budget Analysis Workshop</u>	26-29 June	\$647	Seoul CPAC	27 Apr 07
JULY 2007				
<u>Decision Making & Problem Solving (Korean Version)</u>	11-13 July	\$353	Seoul CPAC	11 May 07
<u>Basic Communication Skills (Korean Version)</u>	19-20 July	\$387	Seoul CPAC	1 Jun 07
<u>Introduction to Financial Management</u>	25-27 July	\$615	Seoul CPAC	25 May 07
AUGUST 2007				
<u>Leadership Skills for Non-Supervisors</u>	9-10 Aug	\$907	Seoul CPAC	8 Jun 07
<u>Basic Communication Skills (Korean Version)</u>	23-24 Aug	\$387	Education Center, Uijongbu	6 Jul 07
<u>MS Word, Advanced Applications</u>	28-31 Aug	\$374	Daegu RTC	13 Jul 07
SEPTEMBER 2007				
<u>Basic Communication Skills (Korean Version)</u>	6-7 Sep	\$300	Daegu RTC	20 Jul 07
<u>Basic Contract Administration</u>	10-14 Sep	\$787	Seoul CPAC	13 Jul 07
<u>MS PowerPoint, Advanced Applications</u>	11-14 Sep	\$582	Daegu RTC	13 Jul 07
<u>MS PowerPoint, Advanced Applications</u>	17-20 Sep	\$562	Seoul CPAC	20 Jul 07

*This course is designed to provide "soft skill" training recommended for supervisors under the new National Security Personnel System (NSPS).



CHRA Korea Region HRDD COURSE DESCRIPTION



Basic Communication Skills (3 days)

Course Description	<p>Who Can Attend: Employees who wish to improve their ability to communicate effectively with others and to better understand the communication process.</p> <p>What's Covered: You learn a comprehensive, practical, and well- tested set of communication skills designed to bridge the gap between skills training and practical job application. Discover how to analyze verbal and nonverbal communications, write clearly and concisely, organize and deliver an oral presentation and break down communication barriers to help you work.</p>
Prerequisites	KN nominees must possess a sufficient level of English language skill to understand and apply the curriculum and to participate actively in the class.
Locations & Dates	Area II CPAC Classroom, Seoul, 21-23 February 2007
Cost*	\$380.00 per person
POC	Mr. Pak, Ki Nak, 768-6581, kinak.pak@us.army.mil

*Tuition costs (also TDY costs, if any) are the responsibility of the nominee's organization.



CHRA Korea Region HRDD COURSE DESCRIPTION



Basic Communication Skills (Korean Version) (2 days)

Course Description	<p><u>Who Can Attend:</u> No prerequisites are required for the Basic Communication Skills course.</p> <p><u>What's Covered:</u> You learn a comprehensive, practical, and well- tested set of communication skills designed to bridge the gap between skills training and practical job application. Discover how to analyze verbal and nonverbal communications, write clearly and concisely, organize and deliver an oral presentation and break down communication barriers to help you work.</p>
Prerequisites	None.
Locations & Dates	1- Area II CPAC Classroom, Seoul, 19-20 July 2007; 2- CHRA Regional Training Center, Daegu, 6-7 September 2007; 3- Education Center, Uijongbu, 23-24 August 2007
Cost*	Seoul: \$387.00; Daegu: \$300.00 ; Uijongbu : \$387.00 per person
POC	Mr. Pak, Ki Nak, 768-6581, kinak.pak@us.army.mil

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CHRA Korea Region HRDD COURSE DESCRIPTION



Basic Contract Administration (4 days)

Course Description	<p>Who Can Attend: Recommended for all employees who perform full-time contract management duties.</p> <p>What's Covered: You have just signed a contract, but the process does not end there. In fact, it is really just beginning. This course, which complies with the Contract Specialist (CS) Training Blueprint as published by the Federal Acquisition Institute, provides guidance needed to ensure that the contract is managed correctly. You identify issues that require action by contracting personnel to ensure that the government receives what it pays for. Participants will learn how to plan the administration of a contract, conduct a post-award orientation, monitor a contractor's performance, resolve problems that may arise; apply remedies under the contract; prepare contract modifications; process a dispute, claim or termination; authorize payments under a contract, and close out a completed contract.</p>
Prerequisites	KN nominees must possess a sufficient level of English language skill to understand and apply the curriculum and to participate actively in the class.
Locations & Dates	Area II CPAC Classroom, Seoul, 10-14 September 2007
Cost*	\$787.00 per person
POC	Ms. Kim, Ok Pun, 768-6576, okpun.kim1@us.army.mil

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CHRA Korea Region HRDD COURSE DESCRIPTION



Basic Writing, Grammar & Usage (3 days)

Course Description	<p>Who Can Attend: No prerequisites are required for this course. It is recommended for both native and non-native English speakers who would benefit from a refresher course in basic language structure and the fundamentals of clear and effective writing.</p> <p>What's Covered: This course will address specific issues of English writing and grammar as it relates to the need of the individual participant. Through a variety of interactive exercises, the participant will follow a gradual process that builds on the experience of the participants and leads to more confidence in developing a good writing style.</p>
Prerequisites	None.
Locations & Dates	Area II CPAC Classroom, Seoul, 30 May - 1 June 2007
Cost*	\$398.00 per person
POC	Mr. Pak, Ki Nak, 768-6581, kinak.pak@us.army.mil

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CHRA Korea Region HRDD COURSE DESCRIPTION



Budget Analysis Workshop (4 days)

Course Description	<p><u>Who Can Attend:</u> Budget analysts, budget officers, accountants, auditors, financial analysts, program managers, administrative officers, budget technicians, and others who need to develop analytic skills.</p> <p><u>What's Covered:</u> This course presents approaches to situational analysis using non-numeric and non-statistical techniques applicable to problems encountered in budget decision-making. Each of the four phases of the federal budget cycle--budget formulation, congressional action, budget execution, and review and audit--will be addressed through lectures and case studies. Participants will be required to analyze various budget situations and present recommendations describing the results of their analyses.</p>
Prerequisites	KN nominees must possess a sufficient level of English language skill to understand and apply the curriculum and to participate actively in the class.
Locations & Dates	Area II CPAC Classroom, Seoul, 26-29 June 2007
Cost*	\$647.00 per person
POC	Ms. Kim, Ok Pun, 768-6576, okpun.kim1@us.army.mil

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CHRA Korea Region HRDD COURSE DESCRIPTION



Coaching Skills for Managers (2 days)

Course Description	<p>Who Can Attend: Managers, supervisors, project or team leaders, human resources professionals and counselors. <i>*This course is designed to provide "soft skill" training recommended for supervisors under the new National Security Personnel System (NSPS).</i></p> <p>What's Covered: By developing and applying the skills of coaching through case study, role-play and discussion, participants will learn how to empower their employees to become more productive, effective and committed team members. Topics include: Coaching: the essential components for performance management; How to customize your coaching styles for different employees to create a coaching partnership; How to resolve problems that interfere with job performance; How to apply the development-based coaching model to develop framework and competencies to challenge employees, promote performance ownership and provide constant feedback.</p>
Prerequisites	KN nominees must possess a sufficient level of English language skill to understand and apply the curriculum and to participate actively in the class.
Locations & Dates	Area II CPAC Classroom, Seoul, 2-3 April 2007
Cost*	\$453.00 per person
POC	Ms. Kim, Ok Pun, 768-6576, okpun.kim1@us.army.mil

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CHRA Korea Region HRDD COURSE DESCRIPTION



Communication Skills for Leaders (2 days)

Course Description	<p><u>Who Can Attend:</u> Managers, supervisors, project or team leaders. <i>*This course is designed to provide "soft skill" training recommended for supervisors under the new National Security Personnel System (NSPS).</i></p> <p><u>What's Covered:</u> This course focuses on the ability to develop and sustain effective working relationships by building and maintaining understanding, collaboration, mutual trust and respect and meaningful cooperation to achieve individual and organizational goals. Using brief lectures, practical exercises, role playing, films and group discussions the following topics will be covered: Basics of successful communication; Verbal vs. non verbal communication; Communicating congruently; Creating a positive atmosphere; "Awareness" of different perception channels; The power of listening: The Key to Understanding; Communicating with your Team/Team Communication.</p>
Prerequisites	KN nominees must possess a sufficient level of English language skill to understand and apply the curriculum and to participate actively in the class.
Locations & Dates	Area II CPAC Classroom, Seoul, 14-15 June 2007;
Cost*	\$387.00 per person
POC	Ms. Kim, Ok Pun, 768-6576, okpun.kim1@us.army.mil

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CHRA Korea Region HRDD COURSE DESCRIPTION



Customer Service Excellence (2 days)

Course Description	<p><u>Who Can Attend:</u> Anyone who works directly with customers, including those supervisors and managers whose primary responsibilities include delivering outstanding customer service.</p> <p><u>What's Covered:</u> This workshop addresses the essential elements of outstanding customer service. It includes segments concerning identifying the needs of customers by listening carefully and understanding what every customer requests. Other aspects of quality service include building teamwork through effective leadership skills and developing a positive attitude of helpfulness. These are expressed in our communication processes and in the ability to handle upset and angry customers with respect and courtesy.</p>
Prerequisites	KN nominees must possess a sufficient level of English language skill to understand and apply the curriculum and to participate actively in the class.
Locations & Dates	1- Area II CPAC Classroom, Seoul, 5-6 April 2007; 2- CHRA Regional Training Center, Daegu, 27-28 February 2007; 3- Education Center, Uijongbu, 8-9 March 2007
Cost*	Seoul: \$300.00; Daegu: \$330.00 ; Uijongbu : \$341.00 per person
POC	Ms. Kim, Ok Pun, 768-6576, okpun.kim1@us.army.mil

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CHRA Korea Region HRDD COURSE DESCRIPTION



Decision Making & Problem Solving (Korean Version) (3 days)

Course Description	<p><u>Who Can Attend:</u> Anyone who desires improvement in developing new ideas, solving problems and making decisions.</p> <p><u>What's Covered:</u> Unleash your powers of creative thinking. Learn the current theories of how your brain “thinks” and experience your unique “thinking” style. Practice mind mapping, brainstorming, and prioritizing. Solve numerous exercises to stimulate your thinking process and develop usable skills in everyday working and living.</p>
Prerequisites	None.
Locations & Dates	Area II CPAC Classroom, Seoul, 11-13 July 2007
Cost*	\$353.00 per person
POC	Ms. Kim, Ok Pun, 768-6576, okpun.kim1@us.army.mil

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CHRA Korea Region HRDD COURSE DESCRIPTION



Effective Army Writing (3 days)

Course Description	<p><u>Who Can Attend:</u> Effective Army Writing is designed for those responsible for editing writing before it is signed.</p> <p><u>What's Covered:</u> This course covers writing theory and provides practice and evaluation to improve writing skills. Clear, simple, and concise writing is critical to the success of any individual or organization. Participants gain an understanding of what constitutes good writing, and how to write to get the desired results.</p>
Prerequisites	KN nominees must possess a sufficient level of English language skill to understand and apply the curriculum and to participate actively in the class.
Locations & Dates	1- Area II CPAC Classroom, Seoul, 14-16 March 2007; 2- CHRA Regional Training Center, Daegu, 19-21 March 2007
Cost*	\$615.00 per person
POC	Mr. Pak, Ki Nak, 768-6581, kinak.pak@us.army.mil

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CHRA Korea Region HRDD COURSE DESCRIPTION



Effective Briefing Techniques and Presentation Skills (3 days)

Course Description	<p><u>Who Can Attend:</u> If you want to learn how to deliver effective presentations and briefings or just brush up on your delivery skills, this course is for you.</p> <p><u>What's Covered:</u> This course uses lecture with audience participation/interaction, presentations, and video taping to teach today's most effective briefing skills to overcome nervousness; create an enthusiastic and colorful speaking presence; win your audience over to your side; and how to keep listeners interested and involved every step of the way. Participants will learn: The power of effective persuasion skills; Use of visual aids; How to use gestures effectively and naturally; How to get your audience involved; Allocation of Time; Evaluating Briefings; Speech delivery techniques, reading techniques, and pacing; How body language can make or break your briefings; Brief Preparation; The 4 elements of a briefing to create and keep the audience's interest; and Communication and Conflict Management.</p>
Prerequisites	KN nominees must possess a sufficient level of English language skill to understand and apply the curriculum and to participate actively in the class.
Locations & Dates	DHRM, Seoul, 9-11 May 2007
Cost*	\$600.00 per person
POC	Mr. Pak, Ki Nak, 768-6581, kinak.pak@us.army.mil

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CHRA Korea Region HRDD COURSE DESCRIPTION



Introduction to Financial Management (3 days)

Course Description	<p><u>Who Can Attend:</u> Program personnel (analysts), administrative officers, auditors, financial analysts, interns/trainees, management analysts and other professionals.</p> <p><u>What's Covered:</u> Participants will gain an understanding of the fundamentals in the laws, critical concepts, procedures and policies involved with sound financial management. This course provides a comprehensive overview of the significant aspects of financial management. You learn to link management, budgeting and auditing to performance measurement; recognize the primary requirements of financial systems; and adhere to government-wide policies. Topics include: Overview of financial management; The Federal budget process; Accounting principles and standards; Performance measurement; Financial systems; and Management controls.</p>
Prerequisites	KN nominees must possess a sufficient level of English language skill to understand and apply the curriculum and to participate actively in the class.
Locations & Dates	Area II CPAC Classroom, Seoul, 25-27 July 2007
Cost*	\$615.00 per person
POC	Ms. Kim, Ok Pun, 768-6576, okpun.kim1@us.army.mil

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CHRA Korea Region HRDD COURSE DESCRIPTION



Leadership Skills for Non-Supervisors (2 days)

Course Description	<p>Who Can Attend: This workshop is designed for new or aspiring supervisors, managers, team leaders, group facilitators, process action team leaders, and other leaders, formal and informal.</p> <p>What's Covered: Participants will learn the core competencies of an effective leader and how their own present skills, knowledge and abilities have prepared them for a managerial role. They'll use assessment tools to understand their competencies as they relate to their own personality type and those of subordinates or other team members. Through exercises and group discussions, they will explore essential competencies needed to be a successful leader and to create trust in those they lead.</p>
Prerequisites	KN nominees must possess a sufficient level of English language skill to understand and apply the curriculum and to participate actively in the class.
Locations & Dates	1- Area II CPAC Classroom, Seoul, 9-10 August 2007; 2- CHRA Regional Training Center, Daegu, 19-20 April 2007
Cost*	Seoul: \$907.00; Daegu: \$453.00 per person
POC	Ms. Kim, Ok Pun, 768-6576, okpun.kim1@us.army.mil

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CHRA Korea Region HRDD COURSE DESCRIPTION



Leadership Skills for Non-Supervisors (Korean Version) (2 days)

Course Description	<p>Who Can Attend: This workshop is designed for new or aspiring supervisors, managers, team leaders, group facilitators, process action team leaders, and other leaders, formal and informal.</p> <p>What's Covered: Participants will learn the core competencies of an effective leader and how their own present skills, knowledge and abilities have prepared them for a managerial role. They'll use assessment tools to understand their competencies as they relate to their own personality type and those of subordinates or other team members. Through exercises and group discussions, they will explore essential competencies needed to be a successful leader and to create trust in those they lead.</p>
Prerequisites	None.
Locations & Dates	1- Area II CPAC Classroom, Seoul, 21-22 June 2007; 2- CHRA Regional Training Center, Daegu, 4-5 June 2007; 3- Education Center, Uijongbu, 1-2 February 2007
Cost*	\$300.00 per person
POC	Ms. Kim, Ok Pun, 768-6576, okpun.kim1@us.army.mil

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CHRA Korea Region HRDD COURSE DESCRIPTION



Managing Change Effectively (2 days)

Course Description	<p>Who Can Attend: Supervisors, managers or others who wish to explore change and strategies in leading change initiatives. <i>*This course is designed to provide "soft skill" training recommended for supervisors under the new National Security Personnel System (NSPS).</i></p> <p>What's Covered: This course provides insight into the types of issues which face leaders and employees during times of change. It teaches techniques for recognizing and addressing individual employee concerns about change and dealing with conflict during the change process, and focuses on mental attitudes and behaviors that will help you and your staff to take advantage of the opportunities for personal growth that can accompany organizational change. Topics include: Learning to define change; Stages of change; What comes first-structure-people-skills; Resistance; Adding meaning to employees jobs; Including others; Common problems related to change; My leadership style and change.</p>
Prerequisites	KN nominees must possess a sufficient level of English language skill to understand and apply the curriculum and to participate actively in the class.
Locations & Dates	Area II CPAC Classroom, Seoul, 12-13 April 2007
Cost*	\$330.00 per person
POC	Ms. Kim, Ok Pun, 768-6576, okpun.kim1@us.army.mil

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CHRA Korea Region HRDD COURSE DESCRIPTION



MS Access, Advanced Applications (4 days)

Course Description	<p>Who Can Attend: Employees at any level who use database software extensively to accomplish their work and who have already learned at least the basics of the Access program.</p> <p>What's Covered: This 4-day course starts with a review of Access basics but moves quickly into intermediate and advanced applications. Participants will learn how to create, build, manage and optimize database solutions. The course includes extensive opportunities to apply what they learn to specific job-related problems and situations. Advanced controls such as the Performance Analyzer, combo boxes and dialog boxes are presented.</p>
Prerequisites	KN nominees must possess a sufficient level of English language skill to understand and apply the curriculum and to participate actively in the class.
Locations & Dates	1- Area II CPAC Classroom, Seoul, 17-20 April 2007; 2- CHRA Regional Training Center, Daegu, 23-26 April 2007
Cost*	\$657.00 per person
POC	Mr. Pak, Ki Nak, 768-6581, kinak.pak@us.army.mil

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CHRA Korea Region HRDD COURSE DESCRIPTION



MS Excel, Advanced Applications (4 days)

Course Description	<p>Who Can Attend: Employees at any level who use spreadsheets extensively to accomplish their work and who have already learned at least the basics of the Excel program.</p> <p>What's Covered: This 4-day course starts with a review of Excel basics but moves quickly into intermediate, advanced and Visual Basic applications. Participants will learn how to create, build, manage, optimize, and design custom spreadsheet designs using Excel 2000. The course includes extensive opportunities to apply what they learn to specific job-related problems and situations.</p>
Prerequisites	KN nominees must possess a sufficient level of English language skill to understand and apply the curriculum and to participate actively in the class.
Locations & Dates	1- Area II CPAC Classroom, Seoul, 20-23 March 2007; 2- CHRA Regional Training Center, Daegu, 19-22 June 2007
Cost*	\$374.00 per person
POC	Mr. Pak, Ki Nak, 768-6581, kinak.pak@us.army.mil

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CHRA Korea Region HRDD COURSE DESCRIPTION



MS PowerPoint, Advanced Applications (4 days)

Course Description	<p>Who Can Attend: Employees at any level who use computer graphics extensively to accomplish their work and who have already learned at least the basics of the PowerPoint program.</p> <p>What's Covered: This 4-day course starts with a review of PowerPoint basics but moves quickly into intermediate and advanced applications. Participants will learn how to create complex graphics presentation that effectively combine text, clip art, pictures, animation, sounds, video clips and data from other programs, such as spreadsheet charts and word processing tables. The course includes extensive opportunities to apply what they learn to specific job-related projects and situations.</p>
Prerequisites	KN nominees must possess a sufficient level of English language skill to understand and apply the curriculum and to participate actively in the class.
Locations & Dates	1- Area II CPAC Classroom, Seoul, 17-20 September 2007; 2- CHRA Regional Training Center, Daegu, 11-14 September 2007
Cost*	Seoul: \$562.00; Daegu: \$582.00 per person
POC	Mr. Pak, Ki Nak, 768-6581, kinak.pak@us.army.mil

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CHRA Korea Region HRDD COURSE DESCRIPTION



MS Word, Advanced Applications (4 days)

Course Description	<p>Who Can Attend: Employees at any level who use MS Word Software extensively to accomplish their work and who have already learned at least the basics of the MS Word.</p> <p>What's Covered: This 4-day course starts with a review of MS Word basics but moves quickly into intermediate and advanced applications. MS Word allows creation of attractive letters, memos, reports, plans and all the documents one needs. This course is designed for users who have a good working knowledge of MS Word and need to learn more advanced techniques. Participants will learn productivity tips in a hands-on classroom environment using practical examples. The course will help participants to get the most out of the many features of this powerful word processing program. The course includes extensive opportunities to apply what they learn to specific job-related projects and situations.</p>
Prerequisites	KN nominees must possess a sufficient level of English language skill to understand and apply the curriculum and to participate actively in the class.
Locations & Dates	1- Area II CPAC Classroom, Seoul, 8-11 May 2007; 2- CHRA Regional Training Center, Daegu, 28-31 August 2007
Cost*	\$374.00 per person
POC	Mr. Pak, Ki Nak, 768-6581, kinak.pak@us.army.mil

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CHRA Korea Region HRDD COURSE DESCRIPTION



Performance Management Skills for Supervisors & Managers (2 days)

Course Description	<p>Who Can Attend: Supervisors and managers, both new and experienced.</p> <p>*This course is designed to provide "soft skill" training recommended for supervisors under the new National Security Personnel System (NSPS).</p> <p>What's Covered: The course is designed to change appraisal in a positive experience for both the manager and the employee by detailing the preparatory steps that make appraisal into a more ongoing and valuable process, enhancing skills in giving feedback, and exploring barriers to giving feedback and strategies for dealing with situations when your feedback is challenged. Participants learn how to build more involvement and cooperation among staff, master techniques for active listening and effective speaking, make and deliver effective performance evaluations, negotiate a performance agreement and follow up on it regularly, and use various options if performance or conduct options arise or persist.</p>
Prerequisites	KN nominees must possess a sufficient level of English language skill to understand and apply the curriculum and to participate actively in the class.
Locations & Dates	1- Area II CPAC Classroom, Seoul, 15-16 May 2007; 2- CHRA Regional Training Center, Daegu, 17-18 May 2007
Cost*	Seoul: \$533.00; Daegu: \$427.00 per person
POC	Ms. Kim, Ok Pun, 768-6576, okpun.kim1@us.army.mil

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CHRA Korea Region HRDD COURSE DESCRIPTION



Project Management (4 days)

Course Description	<p>Who Can Attend: Project managers, team leaders, team members, and other professionals who want to learn how to complete projects on time, within budget, and meet quality standards.</p> <p>What's Covered: Learn to organize your project, track costs and time expenditures, manage quality and risk, evaluate human resources requirements and overcome potential obstacles. Whether managing an office move, implementing a new accounting system or launching a special program initiative, this course will give you the crucial skills for success.</p>
Prerequisites	KN nominees must possess a sufficient level of English language skill to understand and apply the curriculum and to participate actively in the class.
Locations & Dates	DHRM, Seoul, 27-30 March 2007
Cost*	\$770.00 per person
POC	Ms. Kim, Ok Pun, 768-6576, okpun.kim1@us.army.mil

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CHRA Korea Region HRDD COURSE DESCRIPTION



Team Building Workshop (Korean Version) (4 days)

Course Description	<p><u>Who Can Attend:</u> This workshop is most effectively when you and your entire team participate together - working to develop the synergy and success that effective teamwork makes possible.</p> <p><u>What's Covered:</u> This workshop will provide you with the necessary information and tools to turn your work group into a high performance team. Participants will learn how to: Determine the characteristics of a high performance team; assess the present functioning of their team; define the purpose of their team; motivate their team members toward high performance; surface and deal effectively with conflict; and continue to develop their team to its full potential.</p>
Prerequisites	None.
Locations & Dates	1- CHRA Regional Training Center, Daegu, 6-9 March 2007; 2- Area II CPAC Classroom, Seoul, 24-27 April 2007
Cost*	Daegu: \$407.00; Seoul: \$657.00 per person
POC	Ms. Kim, Ok Pun, 768-6576, okpun.kim1@us.army.mil

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